



BOBJ REPORT DESCRIPTION

B0178: Agency EEO Plan - Federal (Fixed Format)

Report Description:

This report compares an agency's work force to the NC population and the NC occupation specific labor force by EEO Federal Category and by All Occupations. It contains three reporting views. (The NC population and labor force are defined through the most recent US census data.)

The reporting tab 'Employee Distribution -Info Only' compares an agency's work force to the NC population and the NC occupation specific labor force by EEO Federal Category.

The reporting tab 'Agency Total (All Occupations)' compares an agency's overall work force data to the NC population and the NC all occupations labor force.

The reporting tab 'Job Opening Estimates Form' compares an agency's work force to the NC occupation specific labor force by EEO Federal Category. This tab is intended for Agencies to use for their annual EEO goal planning. It includes a section for agencies to manually enter their Employment Objectives (once exported to Excel).

Report Location:

PA: EEO

Report uses:

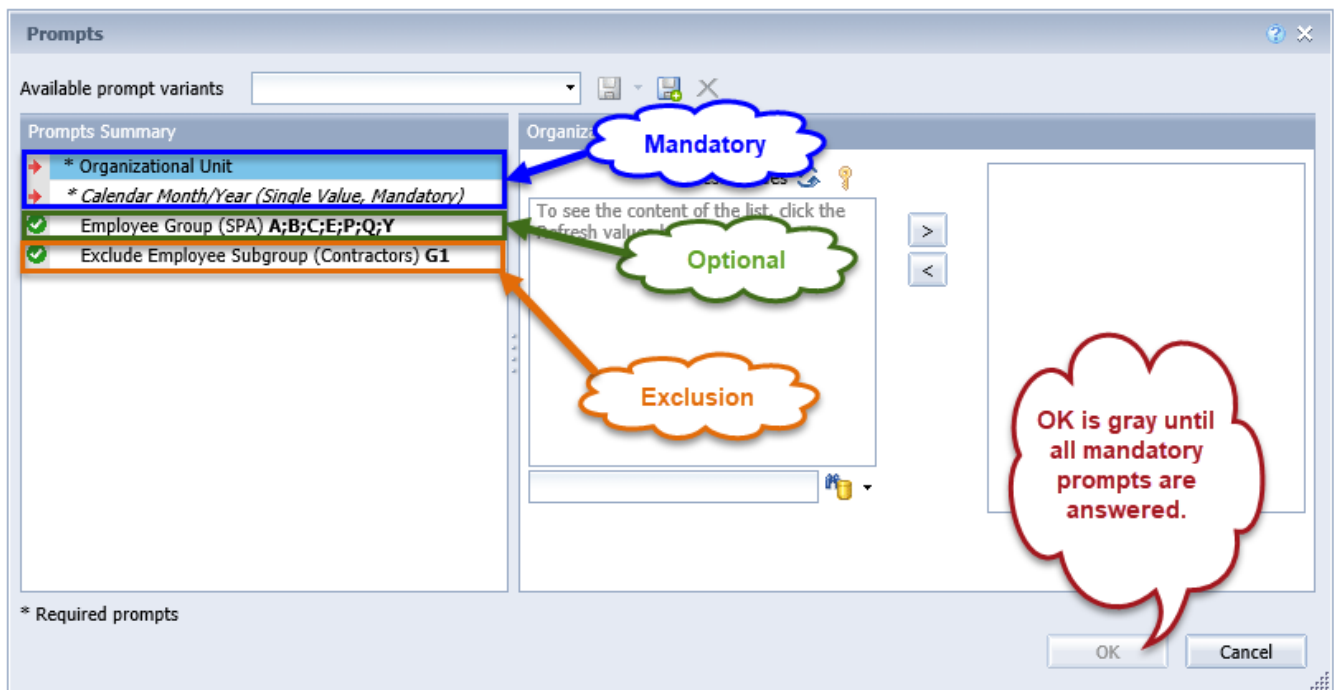
- This report is used to analyze the composition of an agency's work force and shows the comparison to the NC Census data. It can be useful in determining the distribution of employees in an agency's work force and is helpful in EEO planning to help create a more diverse work force.
- Employment objectives are to be entered on the JOB OPENING ESTIMATES form. Once the position openings for the next year have been estimated for each occupational category for which underutilization has been identified (having five or more workers), employment objectives are established for each underutilized group, by either number, percentage, or both. These objectives should be meaningful and obtainable. The employment objective setting process must be flexible and account for various factors that may affect the agency's ability to recruit qualified underutilized employees in target classifications. It also must be based on reasonable expectations of success, as outlined in the action steps.

NOTE: Please refer to OSHR guidelines for more detailed information on how this form should be used to generate an agency's EEO Plan.

Quick Links

How to run this report.....	2
Mandatory Prompts.....	3
Optional Prompts.....	5
Exclusion Prompts.....	7
Initial Layout.....	8
Available Objects	11
Special Report Considerations/Features.....	12
Change Log	12

How to run this report




Mandatory Prompts

Mandatory prompts have a red arrow indicator (➔) followed by an asterisk (*) on the left side of the prompts. When a valid value(s) is entered, this indicator will turn into a green check mark (✓).

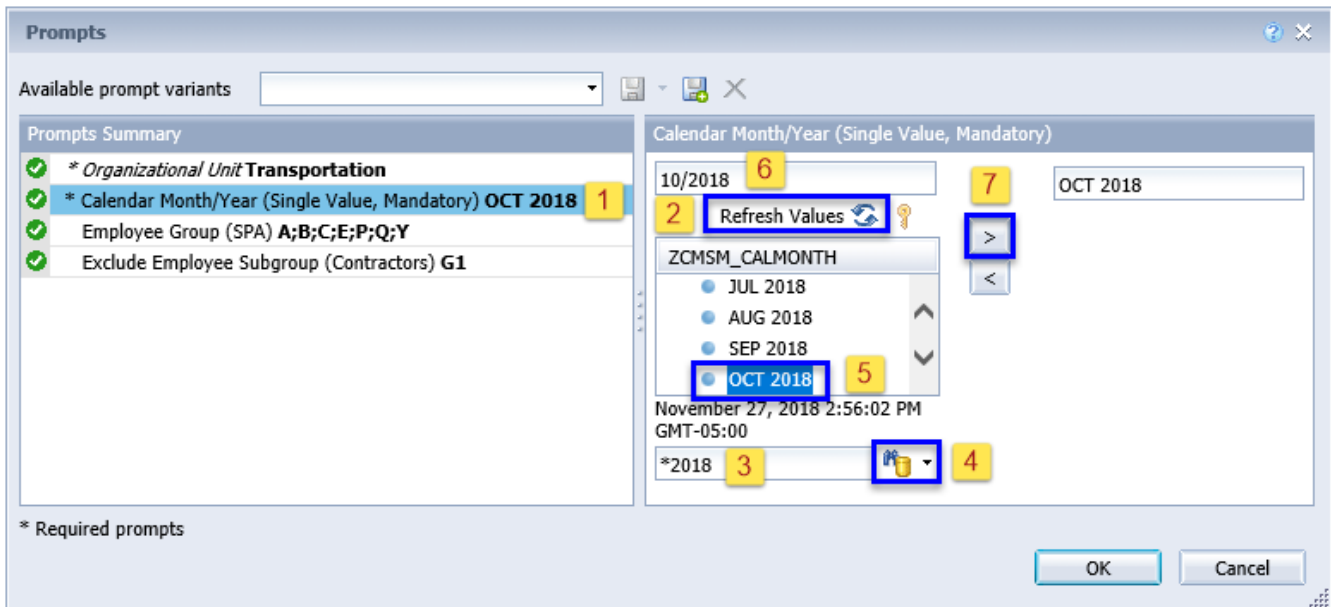
- ➔ ***Organizational Unit:** To select data for this prompt:
- Make sure the “Organizational Unit” is selected (1).
 - Click the “Refresh Values” icon to see the list of Organizational Units (2).
 - Navigate down to select the desired Organizational Unit (3).
 - Click the right arrow to add it to the selection box (4).

The screenshot shows the 'Prompts' dialog box with the 'Organizational Unit' prompt selected. The 'Prompts Summary' list on the left includes:
✓ * Organizational Unit **Transportation** (1)
➔ * Calendar Month/Year (Single Value, Mandatory)
✓ Employee Group (SPA) **A;B;C;E;P;Q;Y**
✓ Exclude Employee Subgroup (Contractors) **G1**
The 'Organizational Unit' section on the right shows a 'Refresh Values' button (2) and a list of units: Community Colleges, School of Science & Ma, **Transportation** (3), Office of the Governor, and Public Safety. A right arrow button (4) is next to the list. The selection box on the right contains 'Organizational plan\State of North Carolin'. A red speech bubble states: 'OK is gray until all mandatory prompts are answered.' The 'OK' button is grayed out, while the 'Cancel' button is active. The bottom left of the dialog box indicates '* Required prompts'.

➔ ***Calendar Month/Year (Single Value, Mandatory):** To select data for this prompt:

 **NOTE:** Current month data is **not** available in this report, the most current data available is always the **Previous** month. For example, if today is 7/13/2018, the most current selection for Calendar Month/Year would be 6/2018.

- Make sure the “Calendar Month/Year (Single Value, Mandatory)” prompt is selected (1).
- Click the “Refresh Values” icon (2).
- OR get a list of months for a specific year by using the wildcard *YYYY format in the search box (3) and then click the search icon (4).
- Select the desired month from the list (5).
- If you already know the month desired, you can skip steps 2 through 5 and enter the value directly (using MM/YYYY format) in (6).
- Click the right arrow (7) to add it to the selection box.



The screenshot shows the 'Prompts' dialog box with the 'Calendar Month/Year (Single Value, Mandatory)' prompt selected. The 'Prompts Summary' on the left lists several prompts, with the selected one highlighted. The main area shows the configuration for the selected prompt, including a search box with '10/2018', a 'Refresh Values' button, a list of months (JUL 2018, AUG 2018, SEP 2018, OCT 2018), and a search box with '*2018'. The 'OCT 2018' option is selected in the list. The 'Right Arrow' button is highlighted. The 'OK' and 'Cancel' buttons are at the bottom right.

Available prompt variants

Prompts Summary

- * Organizational Unit **Transportation**
- * Calendar Month/Year (Single Value, Mandatory) **OCT 2018**
- Employee Group (SPA) **A;B;C;E;P;Q;Y**
- Exclude Employee Subgroup (Contractors) **G1**

Calendar Month/Year (Single Value, Mandatory)

10/2018

Refresh Values

ZCMSM_CALMONTH

- JUL 2018
- AUG 2018
- SEP 2018
- OCT 2018**

November 27, 2018 2:56:02 PM
GMT-05:00

*2018

OK Cancel

Optional Prompts

Optional prompts are indicated with a green check mark (✓) and are not required. They are used to assist in further limiting the amount of data that is retrieved into the body of the report.

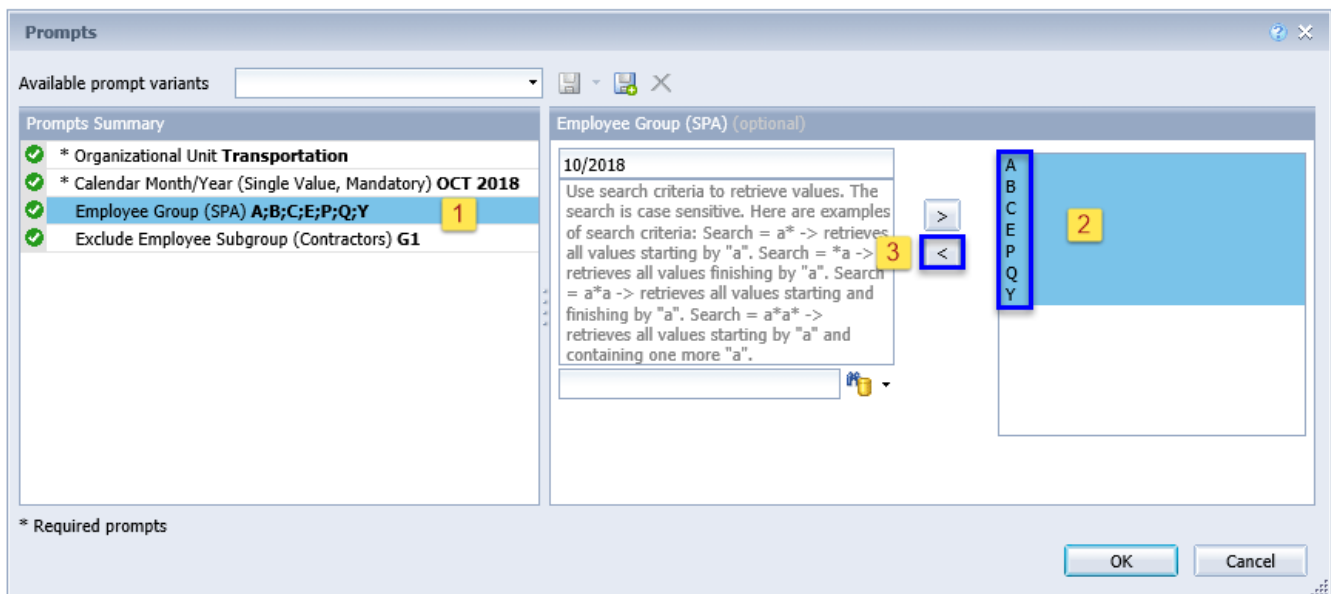
✓ Employee Group (SPA):

By default, the report is filtered to include all SPA Employee Groups below:

Employee Group	Description
A	SPA Employees
B	SPA Law Enforcement
C	SPA Non Teacher 10M
E	SPA Non Teacher 11M
P	SPA Bi-Weekly
Q	SPA LEO Bi-Weekly
Y	SPA Bi-Weekly Grant

To remove the default values for Employee Group:

- Make sure the “Employee Group (SPA)” prompt is selected (1).
- Select the default Employee Groups listed at the right-hand side of the window (2).
- Click the left arrow to remove the default Employee Groups (3).



✓ Employee Group (SPA): Continued...

To run the report for a specific Employee Group(s):

- Make sure the “Employee Group (SPA)” prompt is selected (1).
- Enter a search text with an asterisk (*) in the search box to view the list of values for Employee Group (2).
- Click the search icon (3).
- Click on the key icon (4) to see the key value for each Employee Group.
- Select the desired Employee Group(s) (5).
- **OR** if you know the Employee Group key or Employee Group name, you can skip steps 2 through 5 and enter it directly in (6).
- Click on the right arrow to add the Employee Group to the selection box (7).

The screenshot shows a 'Prompts' dialog box with the following components:

- Prompts Summary:** A list of prompts with checkboxes. The 'Employee Group (SPA) EPA Bi-Weekly' prompt is selected and highlighted in blue, with a yellow '1' next to it. Other prompts include '* Organizational Unit Transportation', '* Calendar Month/Year (Single Value, Mandatory) OCT 2018', and 'Exclude Employee Subgroup (Contractors) G1'.
- Employee Group (SPA) (optional):** A section for configuring the selected prompt. It includes:
 - A search box with 'R' and a yellow '6' next to it.
 - A list of Employee Groups: Supplemental Staff (O), SPA Bi-Weekly (P), SPA LEO Bi-Weekly (Q), EPA Bi-Weekly (R) (highlighted in blue with a yellow '5'), EPA LEO Bi-Weekly (S), Supplemental Staf Grant (X), and SPA Bi-Weekly Grant (Y).
 - A key icon (4) and a right arrow button (7) to add the selected group to the selection box.
 - A selection box on the right containing 'EPA Bi-Weekly' with a yellow '7' next to it.
 - A search box at the bottom with an asterisk (*) and a yellow '2' next to it, and a search icon (3) to its right.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom right.
- Footer:** '* Required prompts' on the bottom left.

Exclusion Prompts

Exclusion prompts are also indicated with a green check mark (✓) but are generally prefilled with a specific set of data value(s). They are provided as a way to exclude specified data by default while allowing customers the flexibility of changing them when necessary. Any rows containing data value(s) listed in the exclusion selection box will not be retrieved into the report.

- ✓ **Exclude Employee Subgroup (Contractors) G1** - To remove this exclusion:
 - Make sure the “Exclude Employee Subgroup (Contractors)” prompt is selected (1).
 - Click on the G1 value selected in the right-hand selection box (2).
 - Click the left arrow icon to remove the G1 Employee Subgroup (3).

The screenshot shows the 'Prompts' dialog box with the following components:

- Available prompt variants:** A dropdown menu.
- Prompts Summary:** A list of prompts with green checkmarks. The selected prompt is 'Exclude Employee Subgroup (Contractors) G1', marked with a yellow '1'.
- Exclude Employee Subgroup (Contractors) (optional):** A panel containing:
 - A text box with search criteria instructions: 'Use search criteria to retrieve values. The search is case sensitive. Here are examples of search criteria: Search = a* -> retrieves all values starting b "a". Search = *a -> retrieves all values finishing by "a". Search = a*a -> retrieves all values starting and finishing by "a". Search = a*a* -> retrieves all values starting by "a" and containing one more "a".'
 - A right-hand selection box containing 'G1' and '2', with '2' highlighted by a yellow '2'.
 - Navigation buttons: a right arrow (>) and a left arrow (<). The left arrow is highlighted with a blue box and a yellow '3'.
- * Required prompts:** A label at the bottom left.
- Buttons:** 'OK' and 'Cancel' at the bottom right.

B0178 AGENCY EEO PLAN - FEDERAL (FIXED FORMAT)

Initial Layout

This report contains four report tabs.

Employee Distribution -InfoOnly	Agency Total (All Occupations)	Job Opening Estimates Form	Report Info
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➤ Employee Distribution -InfoOnly

B0178: Labor Force Standard - Employee Distribution
by Federal Category as of OCT 2018 Based on 2010 Census

Execution Date : 11/27/18

Transportation

EEO Federal Category: Officials and Administrators

	White+ Male	White+ Fem	Black Male	Black Fem	Hisp Male	Hisp Fem	Asian+ Male	Asian+ Fem	AIAN Male	AIAN Fem	Ethn Unk	Total	Tot Fem	Tot Mnrt	Disab	Vets
Agency Data																
# Employed	370	67	31	24	3	0	10	1	4	0	12	522	92	73	4	23
% Employed	70.9	12.8	5.9	4.6	0.6	0.0	1.9	0.2	0.8	0.0	2.3	100.0	17.6	14.0	0.8	4.4
Labor Force Standard																
# Expected	275	157	29	33	11	6	7	5	3	2			203	96	61	
% Expected	52.5	30.0	5.4	6.3	2.0	1.1	1.3	0.8	0.4	0.3			38.5	17.6	11.6	
# Difference	95	-90	2	-9	-8	-6	3	-4	1	-2			-111	-23	-57	
% Difference	18.4	-17.2	0.5	-1.7	-1.4	-1.1	0.6	-0.6	0.4	-0.3			-20.9	-3.6	-10.8	
N.C. Population (Information Purposes Only)																
% Expected	32.7	34.3	9.9	11.3	4.5	3.9	1.0	1.1	0.6	0.6			51.2	32.9	11.6	

B0178 AGENCY EEO PLAN - FEDERAL (FIXED FORMAT)

➤ Agency Total (All Occupations)

<u>B0178: Labor Force Standard - Agency Total (All Occupations) as of OCT 2018 Based on 2010 Census</u>																Execution Date : 11/27/18
Transportation																
	White+ Male	White+ Fem	Black Male	Black Fem	Hisp Male	Hisp Fem	Asian+ Male	Asian+ Fem	AIAN Male	AIAN Fem	Ethn Unk	Total	Tot Fem	Tot Mnrt	Disab	Vets
Agency Data																
# Employed	5,860	1,333	973	620	74	36	102	48	145	17	518	9,726	2,054	2,024	74	731
% Employed	60.3	13.7	10.0	6.4	0.8	0.4	1.0	0.5	1.5	0.2	5.3	100.0	21.1	20.8	0.8	7.5
Labor Force Standard																
# Expected	3,531	3,181	905	1,090	467	253	107	98	49	49			4,671	3,018	1,129	
% Expected	36.3	32.7	9.3	11.2	4.8	2.6	1.1	1.0	0.5	0.5			48.0	31.0	11.6	
# Difference	2,329	-1,848	68	-470	-393	-217	-5	-50	96	-32			-2,617	-994	-1,055	
% Difference	24.0	-19.0	0.7	-4.8	-4.0	-2.2	-0.1	-0.5	1.0	-0.3			-26.9	-10.2	-10.8	
N.C. Population (Information Purposes Only)																
% Expected	32.7	34.3	9.9	11.3	4.5	3.9	1.0	1.1	0.6	0.6			51.2	32.9	11.6	

➤ Job Opening Estimates Form

<u>B0178: Job Opening Estimates Form Labor Force Standard by Federal Category as of OCT 2018 Based on 2010 Census</u>																Execution Date : 11/27/18
Transportation																
EEO Federal Category: Officials and Administrators																
	White+ Male	White+ Fem	Black Male	Black Fem	Hisp Male	Hisp Fem	Asian+ Male	Asian+ Fem	AIAN Male	AIAN Fem	Ethn Unk	Total	Tot Fem	Tot Mnrt	Disab	Vets
Agency Data																
# Employed	370	67	31	24	3	0	10	1	4	0	12	522	92	73	4	23
% Employed	70.9	12.8	5.9	4.6	0.6	0.0	1.9	0.2	0.8	0.0	2.3	100.0	17.6	14.0	0.8	4.4
Labor Force Standard																
# Difference	95	-90	2	-9	-8	-6	3	-4	1	-2			-111	-23	-57	
% Difference	18.4	-17.2	0.5	-1.7	-1.4	-1.1	0.6	-0.6	0.4	-0.3			-20.9	-3.6	-10.8	
Employment Objectives: Using EEO Federal Category																
Export to Excel to enter employment objectives below. Fill in Planned # Increase, Planned % Increase, or both.																
Planned # Increase																
Planned % Increase																
Target Classification(s)																
Action Steps																

BO178 AGENCY EEO PLAN - FEDERAL (FIXED FORMAT)

○ Report Info

This tab contains information about the values selected for each of the prompts. It also contains definitions about the different sections represented in the report content.

Report Info

Execution Date : 11/27/18

Prompt Input

Organizational Unit	Transportation
Calendar Month/Year	OCT 2018
Employee Group(s)	A;B;C;E;P;Q;Y
Exclude Employee Subgroup	G1

Report Content

Agency Data	Represents staff employed in agency within federal occupational category per ethnicity and gender.
Labor Force Standard	<ul style="list-style-type: none">• % Expected represents percentage from NC Census data of all individuals employed or seeking employment within federal occupational category per ethnicity and gender.• # Expected is calculated by multiplying the % Expected with the Agency Total # Employed within federal occupational category per ethnicity and gender.• % Difference is calculated by subtracting the % Expected from the Agency % Employed.• # Difference is calculated by subtracting the # Expected from the Agency # Employed.
N.C. Population	Represents percentage from NC Census data of all individuals (ages 18-64 regardless of occupational category) per ethnicity and gender. These percentages remain constant regardless of federal occupational category.
NOTE: Calculation of # Expected values corresponding to Census percentages	<p>When calculating the # Expected values, the result is ALWAYS forced to round up to the next whole number regardless of the decimal value. Since this value represents a person, it is not logical to have a part of a person so any decimal portion of a person will always round up to the next whole person.</p> <ul style="list-style-type: none">• Example: A value of 2.15 will always round up to 3.• Example: A value of 2.55 will always round up to 3.
Job Opening Estimates Form	Employment objectives are to be entered on the JOB OPENING ESTIMATES form. Once the position openings for the next year have been estimated for each occupational category for which underutilization has been identified (having five or more workers), employment objectives are established for each underutilized group, by either number, percentage, or both. These objectives should be meaningful and obtainable. The employment objective setting process must be flexible and account for various factors that may affect the agency's ability to recruit qualified underutilized employees in target classifications. It also must be based on reasonable expectations of success, as outlined in the action steps.
Asian+	For Agency staff, the Asian+ ethnicity group also includes the 'Native Hawaiian or Pacific Islander' designation since the current Census data does not contain the 'Native Hawaiian or Pacific Islander' demographic.
White+	For Agency staff, the White+ ethnicity group also includes the 'Two or More' designation since the current Census data does not contain the 'Two or More' demographic.

Available Objects

This is a list of the available objects that are used in the report design:

B0178: Agency EEO Plan - Federal (Fixed Format)		
+	EEO Category	AIAN Mal
+	EEO Row Label	AIAN Mal All Occ
+	EEO Row Type	AIAN Male Diff Nbr
+	Personnel Area	AIAN Male Diff Pct
	U.S. Census Year	AIAN Male Exp
	AIAN Female	AIAN Male Pct
	AIAN Fem Census Pct	Asian+ Fem
	AIAN Mal Census Pct	Asian+ Female
	AIAN Male	Asian+ Female Diff Nbr
	Asian Female	Asian+ Female Diff Pct
	Asian Fem Census Pct	Asian+ Female Pct
	Asian Mal Census Pct	Asian+ Fem All Occ
	Asian Male	Asian+ Mal
	Black Female	Asian+ Mal All Occ
	Black Fem Census Pct	Asian+ Male
	Black Mal Census Pct	Asian+ Male Diff Nbr
	Black Male	Asian+ Male Diff Pct
	Disabled	Asian+ Male Pct
	Disabled Census Pct	Asian Female Exp
	Emp Count	Asian Male Exp
	Ethnicity Unknown	Black Fem
	Female	Black Female Diff Nbr
	Hisp Female	Black Female Diff Pct
	Hisp Fem Census Pct	Black Female Exp
	Hisp Mal Census Pct	Black Female Pct
	Hisp Male	Black Fem All Occ
	Minority	Black Mal
	NHPI Female	Black Mal All Occ
	NHPI Male	Black Male Diff Nbr
	Two+ Female	Black Male Diff Pct
	Two+ Male	Black Male Exp
	Veteran	Black Male Pct
	White Female	Disab
	White Fem Census Pct	Disab All Occ
	White Mal Census Pct	Disabled Diff Nbr
	White Male	Disabled Diff Pct
		Disabled Exp
		Disabled Pct
		EmpCount
		EmpCount All Occ
		Ethn Unk
		Ethn Unk All Occ
		Ethn Unk Pct
		Fem
		Female Diff Nbr
		Female Diff Pct
		Female Exp
		Female Pct
		Fem All Occ
		Fem Census Pct
		Hisp Fem
		Hisp Female Diff Nbr
		Hisp Female Diff Pct
		Hisp Female Exp
		Hisp Female Pct
		Hisp Fem All Occ
		Hisp Mal
		Hisp Mal All Occ
		Hisp Male Diff Nbr
		Hisp Male Diff Pct
		Hisp Male Exp
		Hisp Male Pct
		Minority Census Pct
		Minority Diff Nbr
		Minority Diff Pct
		Minority Exp
		Minority Pct
		Minority Tot
		Minority Tot All Occ
		NHPI Female Pct
		NHPI Male Pct
		Two+ Female Pct
		Two+ Male Pct
		Vet
		Veteran All Occ
		Veteran Pct
		White+ Fem
		White+ Female
		White+ Female Diff Nbr
		White+ Female Diff Pct
		White+ Female Pct
		White+ Fem All Occ
		White+ Mal
		White+ Mal All Occ
		White+ Male
		White+ Male Diff Nbr
		White+ Male Diff Pct
		White+ Male Pct
		White Female Exp
		White Male Exp
	Variables	
	EEO Federal Category	
	EEO Row Type Custom Text	
	Prompt Response Calendar Month/Year	
	Prompt Response EEO Job Category View	
	Prompt Response Employee Group	
	Prompt Response Exclude Employee Subgroup	
	Prompt Response Organizational Unit	
	Report Controls Selected	
	AIAN Fem	
	AIAN Female Diff Nbr	
	AIAN Female Diff Pct	
	AIAN Female Exp	
	AIAN Female Pct	
	AIAN Fem All Occ	

Special Report Considerations/Features

- This report is meant to be a fixed format report and **should not** be navigated in any way. It is designed with specific margin and page break settings to accommodate print format (landscape/letter) when exporting to PDF.
- When exporting to Excel, the margin setting on all tabs should be set to 'Narrow'. Adjusting these margins in Excel will allow for a friendlier print product.
- The Report Info tab contains detailed information about report content such as definitions of each data section and how calculations are defined.
- This report does not support current month data. Data are loaded as monthly snapshots once a month closes out. For this reason, we will always be one month behind. Year to date data is supported (minus current month) along with the previous 5 years.
- Only active employees that are part of the SPA employee groups (shown below) are included on this report.

Employee Group	Description
A	SPA Employees
B	SPA Law Enforcement
C	SPA Non Teacher 10M
E	SPA Non Teacher 11M
P	SPA Bi-Weekly
Q	SPA LEO Bi-Weekly
Y	SPA Bi-Weekly Grant

Refer to Employee Group (SPA) in Optional Prompts to change the Employee Group selections.

- By default, Employee Subgroup 'Contractors' are excluded in the report and this can be changed. Refer to Exclude Employee Subgroup (Contractors) in Exclusion Prompts to remove the default value.
- When calculating the # Expected values, the CEILING function is used so that the result is ALWAYS forced to round up to the next whole number regardless of the decimal value. Since this value represents a person, it is not logical to have part of a person so any decimal portion of a person will always round up to the next whole person.
 - Example: A value of 2.15 will always round up to 3.
 - Example: A value of 2.55 will always round up to 3.

Change Log

Effective Date	Change Description
12/29/2016	Initial report creation to convert from BI to BOBJ.
11/29/2018	Redesigned with new layout and format for better clarity of data presentation. Job Opening Estimates Form added to allow agencies to enter the EEO goals after exporting to Excel.